VOLUME VII. APPOINTMENT OF COUNSEL IN CRIMINAL CASES

Section A. Guidelines for the Administration of the Criminal Justice Act and Related Statutes

INTRODUCTION

Pursuant to approval of the Judicial Conference of the United States, the *Guidelines for the Administration of the Criminal Justice Act and Related Statutes* are provided.

Questions concerning the *Guidelines* and suggestions for improvement of the information should be directed to:

Defender Services Division Administrative Office of the U.S. Courts Washington, DC 20544

(202) 273-1670

TABLE OF CONTENTS

<u>PAGE</u>
Chapter I. CRIMINAL JUSTICE ACT AND RELATED STATUTES
CRIMINAL JUSTICE ACT (PUBLIC LAW 88-455, APPROVED AUGUST 20, 1964), TITLE 18, UNITED STATES CODE, SECTION 3006A, AS AMENDED BY PUBLIC LAW 90-578, APPROVED OCTOBER 17, 1968; PUBLIC LAW 91-447, APPROVED OCTOBER 14, 1970; PUBLIC LAW 93-412, APPROVED SEPTEMBER 3, 1974; PUBLIC LAW 97-164, APPROVED APRIL 2, 1982; PUBLIC LAW 98-473, APPROVED OCTOBER 12, 1984, PUBLIC LAW 99-651, APPROVED NOVEMBER 14, 1986; PUBLIC LAW 100-182, APPROVED DECEMBER 7, 1987; PUBLIC LAW 100-690, APPROVED NOVEMBER 18, 1988; PUBLIC LAW 104-132, APPROVED APRIL 24, 1996; PUBLIC LAW 105-119, APPROVED NOVEMBER 26, 1997
18 U.S.C. § 3005 (ACT OF JUNE 25, 1948, CHAPTER 645, 62 STAT. 814), AS AMENDED BY PUBLIC LAW 103-322, APPROVED SEPTEMBER 13, 1994 11
SELECTED PROVISIONS OF THE ANTI-DRUG ABUSE ACT OF 1988, PUBLIC LAW 100-690, CODIFIED IN PART IN TITLE 21, UNITED STATES CODE, SECTION 848(q), APPROVED NOVEMBER 18, 1988, AS AMENDED BY THE ANTITERRORISM AND EFFECTIVE DEATH PENALTY ACT OF 1996, PUBLIC LAW 104-132, APPROVED APRIL 24, 1996
Chapter II. APPOINTMENT AND PAYMENT OF COUNSEL
Part A. Eligibility for Representation Under the Act
2.01 District Plans
2.02 Criminal Justice Act Forms
2.03 Factfinding
2.04 Standards for Eligibility
2.05 Partial Eligibility
2.06 Family Resources

	2.05 Partial Eligibility	8
	2.06 Family Resources	9
Part B	. Appointment of Counsel	
	2.10 Appointment of Counsel to Represent More Than One Individual in a Particular Case	9
	2.11 Compensation of Co-Counsel	9
	2.12 Continuity of Representation	9
	2.13 Other Appointments	10
	2.14 Appointment of Counsel in Habeas Corpus and Proceedings under Section 2255, Title 28, United States Code	10
	2.15 Forms for the Appointment of Counsel	11
	2.16 Waiver of Counsel	11
	2.17 Standby Counsel	11
	2.18 Termination of Appointment	11
	2.19 Federal Defender Organizations	12
Part C	. Compensation and Expenses of Appointed Counsel	
	2.20 Forms to be used	12
	2.21 Time Limits	12
	2.22 Limitations	12
	2.23 Prior Authorization by Court to Counsel to Incur Expenses	20
	2.24 Proration of Claims	20
	2.25 Substitution of Counsel	20

2.26 Travel Time
2.27 Reimbursable Out-of-Pocket Expenses
2.28 Non-reimbursable Items
2.29 Writ of Certiorari
2.30 Interim Payments to Counsel
2.31 Law Student and Computer Assisted Legal Research
2.32 Record Keeping 25
Chapter III. AUTHORIZATION AND PAYMENT FOR INVESTIGATIVE, EXPERT OR OTHER SERVICES
Part A. General
3.01 Availability
3.02 Limitations
3.03 <i>Ex Parte</i> Applications
3.04 Claims for Services Other than Counsel
3.05 Forms for the Authorization and Payment for Services Other than Counsel
3.06 Interim Payments
3.07 Review of Vouchers
Part B. Policies Regarding Investigative, Expert and Other Services
3.10 Investigators
3.11 Psychiatrists, Psychologists
Summary Chart - Responsibility for Payment of Psychiatric and Related Expert Services

3.12 Transcripts
3.13 Fact Witnesses and Depositions
3.14 Guardian Ad Litem
3.15 Commercial Computer Assisted Legal Research Services
3.16 Other Services and Computer Hardware and Software
3.17 Reimbursement of Expenses
Chapter IV. DEFENDER ORGANIZATIONS
4.01 Statutory Authority
4.02 Types of Defender Organizations
4.03 Transcripts, Investigative, Expert and Other Services
4.04 Assignment of Cases
4.05 Apportionment of Cases Between Defender Organizations and the Panel 6
4.06 Participation as <i>Amicus Curiae</i>
Chapter V. MISCELLANEOUS PROCEDURES
5.01 Procedures for the Release of Information Pertaining to Activities Under the Criminal Justice Act and Related Statutes
5.02 Annual Report of Attorneys Claiming Compensation for More Than One Thousand Hours
Chapter VI. REPRESENTATION IN FEDERAL DEATH PENALTY CASES AND IN FEDERAL CAPITAL HABEAS CORPUS PROCEEDINGS
6.01 Appointment of Counsel in Capital Cases
6.02 Compensation of Appointed Counsel in Capital Cases
6.03 Authorization and Payment for Investigative, Expert and Other Services in Capital Cases

Appendix A - Cri	iminal Justice Act Forms A	L-1
Appendix B - Lo	cation Codes	3-1
	ggested Form for Advance Authorization for Investigative, Expert or Other Services	C-1
	odel Order Authorizing the Acquisition of Computer [Hardware and/or Software] Under the Criminal Justice Act	:-3
Appendix D - Co	ommunity Defender Organization: Grant and Conditions)- 1
I	erim Payments to Counsel n non-death penalty cases	
I: I:	erim Payments for Services Other than Counsel n non-death penalty cases	F-6
Appendix G - Mo	odel Criminal Justice Act Plan G	ì-1
М	odel Plan for the Composition, Administration and Management of the Panel of Private Attorneys under the Criminal Justice Act	12
Appendix H - Ins	sanity Defense Reform Act of 1984	[-1
Appendix I - Fed	deral Death Penalty Cases I	[-1
co Su Pe	ecommendations adopted by the Judicial Conference, and accompanying ommentary, from the report of the Defender Services Committee's abcommittee on Federal Death Penalty Cases entitled, Federal Death enalty Cases: Recommendations Concerning the Cost and Quality of sefense Representation	I-1

Section B. Regulations for the Appointment of Counsel Pursuant to a Prisoner Transfer Treaty (18 U.S.C. 4109)

General Provisions
Appointment of Counsel
Compensation and Reimburesement of Expenses
Appendix A
Appendix B
Appendix C
Appendix D
Appendix E
Appendix F